

ORDER

U.S. Department of Transportation Federal Aviation Administration

1800.56B

9/14/01

SUBJ: NATIONAL FLIGHT STANDARDS WORK PROGRAM GUIDELINES

1. PURPOSE. This order restates existing Flight Standards Service policy for the development and execution of annual surveillance work programs. The order updates previous guidance regarding work activities and incorporates organizational changes. It identifies specific work functions that Flight Standards personnel must accomplish to provide a baseline of information and the appropriate assurances to assess the soundness of the aviation system.

2. DISTRIBUTION. This order is distributed to the Associate Administrator for Regulation and Certification; to the branch level in the Washington headquarters Flight Standards Service; to the Program Director, FAA Academy, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to all regional administrators; to the branch level in the regional Flight Standards divisions; and to all Flight Standards field offices.

3. CANCELLATION. Order 1800.56A, National Flight Standards Work Program Guidelines, dated August 7, 2000, is canceled.

4. EXPLANATION OF CHANGES.

a. Appendix 1, Work Program Activities, paragraph 5a, has been revised to incorporate changes to the required surveillance activities for the FY2002 national work program.

b. Appendix 1, paragraph 6c, Surveillance Special Emphasis Items, has been revised to include the quarterly Special Emphasis List (SEL) that applies to Title 14 of the Code of Federal Regulations (14 CFR) part 129 air operators.

c. Appendix 1, paragraph 8, Other Required Work Activities, has been revised to include one safety meeting for each district office within the region that holds at least one non-ATOS 14 CFR part 121 certificate.

5. FLIGHT STANDARDS WORK FUNCTIONS.

a. In order to ensure that the Federal Aviation Administration's (FAA) fulfills its statutory and regulatory requirements, four major safety areas have been identified as critical to assure an overall level of safety within the aviation system. The four safety areas are listed in order of priority: surveillance, investigation, certification, and aviation education. Regional division managers and office managers must retain the flexibility to effectively allocate resources in the accomplishment of these tasks taking into consideration specific geographic and environmental factors, staffing, and budgetary constraints,

b. Each safety area is comprised of work functions to be completed by Flight Standards personnel. The accomplishment of these work functions is essential to assure that the aviation community complies with regulations, standards, and safe operating practices and that the FAA fulfills its oversight responsibilities. Planning and the performance of these tasks are the responsibility of the regional Flight Standards divisions using available resources to effectively accomplish the FAA mission. Flexibility is provided to the regional division managers for the program implementation through existing orders and policy guidance.

6. SURVEILLANCE.

a. The Code of Federal Regulations authorizes the Secretary of the Department of Transportation to conduct inspections of air operators, air agencies, and air personnel. The Federal Aviation Administration (FAA) is empowered, by statutory requirement, "to carry out the functions, powers, and duties of the Secretary of Transportation relating to aviation safety." One of the most significant duties of the FAA is to conduct surveillance in all areas of air transportation. The primary objective of surveillance is to provide the FAA with accurate, real-time, comprehensive information for the evaluation of the safety status of the air transportation system.

b. This order updates information contained in Order 1800.56A and reaffirms the importance of the FAA Flight Standards Service surveillance program in assuring that the highest level of safety is maintained within the aviation community. The Flight Standards Service fully supports the effort of each field level organization to accomplish its required surveillance program. The appendix to this order contains a description of specific surveillance activities that need to be accomplished. The surveillance requirements contained in the appendix will be revised annually or as necessary to ensure that the Flight Standards Service maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment,

c. All of the required (R-items) surveillance work activities listed in appendix 1 of this order are considered to be essential and must be accomplished with regularity in order to assure that the statutory and regulatory oversight responsibilities of the Federal Aviation Administration are fulfilled. The level of surveillance activities required by this order is considered a minimum and accomplishment of these work functions is essential to provide a reasonable level of assurance of continued compliance with regulations, standards, and safe operating practices within the aviation community. The Regional Automated Mainframe Planning Software (RAMPS) is used to identify the requirements outlined in this order and assign R-items to the Flight Standards District Offices (FSDO), International Field Offices (IFO), Certificate Holding District Offices (CHDO), and Certificate Management Offices (CMO). R-item inspection assignments are based on the data collection in the Vital Information Subsystem (VIS) that is the responsibility of each field office.

d. Required surveillance activities are the number one priority for Flight Standards and they must be accomplished within the annual work cycle. Surveillance activity should be carefully planned, however, accomplishment of these activities may be rescheduled as necessary to accommodate exigencies associated with other important safety related functions. The systematic programming of surveillance activity throughout the year is encouraged to avoid extraordinary effort at the end of year closeout. Planning the performance of these surveillance tasks is the responsibility of the regional Flight Standards divisions using available resources to effectively accomplish the FAA mission. Flexibility is provided to division managers for the program implementation through existing orders and other policy and guidance.

e. Quality and thoroughness are emphasized in the performance of all surveillance work activities. The accomplishment of these critical work functions assures not only compliance with the regulations and standards, but also examines safe operating practices within the aviation industry.

7. INVESTIGATIONS. These work activities are generated on an "as required" or "as discovered" basis. Many of the compliance and enforcement investigations will be generated as a result of surveillance work activities. Investigations are the means in which the FAA determines causal factors of potential or actual problem areas, and are the vehicle to effect appropriate corrective action. Emphasis must be placed on those investigations that have the greatest potential for identifying and targeting significant adverse safety trends and resulting in safety recommendations.

8. CERTIFICATION. The certification work activities validate the competency of an air operator, air agency, or airman and their compliance with appropriate statutory and regulatory requirements prior to active performance in the commercial aviation industry. It is essential that the certification work activities be accomplished with the degree of thoroughness necessary to ensure the competency required by the safety

regulations There are unique complexities and safety implications for air carrier certification. The appointment of designees as representatives of the FAA Administrator in accordance with 14 CFR part 183 in examining, inspecting, and testing persons and aircraft is for the purpose of issuing airmen and aircraft certificates,

9. AVIATION EDUCATION. As an integral part of meeting the FAA's statutory obligation to promote aviation safety, aviation education and guidance is provided to all segments of the aviation community. Aviation education targets the general aviation community and enjoys an important human factors role in the relationship that the FAA has with the flying public. Essential work functions have been developed for the Aviation Safety Program that are included in the annual work program requirements for each field office that retains a Safety Program Manager (SPM) position. In addition, field office managers conduct two aviation safety seminars per year for major aviation user groups within the geographic boundaries.

10. REPORTING PROCEDURES AND DATA COLLECTION.

a. The data that is maintained in the VIS regarding air carriers, air agencies, and air personnel is frequently used to report statistical information about Flight Standards to organizations that are internal and external to the FAA. This data is also used for work program planning, the follow-on analysis of work activities, and defining the environmental complexity at all levels within Flight Standards.

b. The primary purpose in requiring surveillance, investigation, and certification work functions is to obtain sufficient amounts of information about the operating procedures, oversight process, and inspection results for air carriers, air agencies, and airmen. Analysis and evaluation of the data is necessary to identify trends that may negatively impact aviation safety. In addition, appropriate corrective actions and follow-up activities are essential to assure the success of the annual surveillance work program.

c. Flight Standards surveillance work functions are identified by 4-digit activity numbers, and the associated 14 CFR , in order to allow data entry into the Program Tracking and Reporting Subsystem (PTRS). Field office managers and supervisors must establish procedures to periodically review for data quality to ensure that PTRS data is complete, consistent, valid, and correct as per the guidance in the PTRS Procedures Manual (PPM), as amended.

d. Work rates established for surveillance work activities are for use in planning and developing an office work program. Work rates are for planning purposes only and are not to be used as criteria for the completion of a specific inspection activity.

e. Whenever it is appropriate, follow-up actions should be correctly recorded in PTRS in order to monitor corrective actions by an aviation organization. Inspector opinion codes requiring a comment should reflect factual data and be accurately recorded as (I)nformation, (P)otential, or (U)nacceptable. Correctly recording U's and P's provides valuable information from the inspector about the air carrier or air agency.



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APPENDIX 1. WORK PROGRAM ACTIVITIES

1. **PURPOSE.** This appendix provides a structure for the development of a work program and the requirements for specific surveillance activities and non-surveillance activities to be performed by the Flight Standards Service for the fiscal year (FY) beginning October 1, 2001. This appendix also contains recommendations for additional planned surveillance activities and special emphasis areas that should be considered by inspectors when preparing a total surveillance work program.

2. **GENERAL.** The Flight Standards work program consists of required work activities (R-items) and planned work activities (P-items). Required activities comprise the mandatory core inspection program that is based on critical oversight issues, which have been identified at a national level. The required inspection program provides an essential level of surveillance activity for certificate holders. In addition to the R-items, each field office shall design a planned inspection program (P-items) to provide comprehensive targeted inspections that meet special surveillance requirements for each certificate holder operating within a field office's geographic district. The P-items make up the depth and substance of each office's annual work program, and should be tailored to the continually changing local aviation environment. Special emphasis inspection areas were developed from safety trends affecting aviation safety and are included in paragraph 6a to assist field offices in preparing the P-item program.

a. **Exclusions from the National Work Program.** The Air Transportation Oversight System (ATOS) will be in effect for specific 14 CFR part 121 certificate holders during FY-2002. For the purpose of this appendix, all further references to 14 CFR part 121 certificate holders exclude those air carriers that have surveillance work programs developed under ATOS. These ATOS air carriers will have separate surveillance requirements and work programs developed by individual Certificate Management Teams (CMT) as defined under ATOS.

b. **New Entrant Operators – Heightened Surveillance.** 14 CFR part 121 new entrant certificate holders shall receive heightened surveillance for at least the first 5 years of the company's operation. New entrant operators are defined as those operators: (1) that have been certificated in the last 5 years; (2) 14 CFR part 135 air operators that have added 14 CFR part 121 aircraft to the fleet composition during the past 5 years; or (3) those 14 CFR part 135 air operators that were included in the 14 CFR part 119 commuter transition. A current list of new entrant operators is prepared on a monthly basis by the Flight Standards Safety Analysis Information Center (FSAIC). The list of new entrant operators that is current at the time of the VIS snapshot for the new fiscal year work program planning cycle will be included as part of the algorithms for the RAMPS and Planning Module software distribution. For FY-2002 heightened surveillance for these operators has been targeted to specific safety areas using data from national PTRS (NPTRS) and the Enforcement Information System (EIS). The surveillance of check airmen and designees is not included in the heightened surveillance for new entrant operators.

3. **SURVEILLANCE WORK PROGRAM PLANNING AND RESOURCES.** Completion of required inspection activities is mandatory and scheduling should be carefully planned to ensure maximum efficiency and cost effectiveness. Surveillance is one of the most important functions performed by Flight Standards field office personnel in order to ensure safety and regulatory compliance in the aviation system. Accurate planning, high quality inspections, and precise reporting are essential.

a. Work functions shall be planned and reported in accordance with the guidance contained in the current versions of Order 8700.1, General Aviation Operations Inspector's Handbook, Order 8400.10, Air Transportation Operations Inspector's Handbook, Order 8300.10, Airworthiness Inspector's Handbook, the Vital Information Subsystem (VIS) Procedures Manual (VPM), the Program Tracking and Reporting Subsystem (PTRS) Procedures Manual (PPM) (revised), and the Flight Standards Information Bulletins (FSIB). Quality inspections and accurate reporting are emphasized.

b. The required surveillance program is planned on a national and international level and its accomplishment is assigned to individual regions. Each inspector who has surveillance responsibilities is expected to carefully plan for the accomplishment of surveillance using data analysis and personal subject matter expertise

concerning the certificate holder's operations. Required inspections of certificate holders having seasonal, irregular, or infrequent operations should not be left until the end of the fiscal year when lack of inspector resources or the business operations of the certificate holder make an inspection impossible. Recommended special emphasis work activities, included in paragraph 6a of this appendix, should be incorporated into planned surveillance as necessary. Unplanned surveillance may be credited toward the overall field office work program completion.

c. The required surveillance program is created and automatically generated from information that is maintained in the VIS. A "snapshot" database is created from VIS during the first weekend of August of each fiscal year for the sole purpose of establishing the regional surveillance requirements as defined by the NPG order and corresponding algorithms. IT IS IMPERATIVE THAT THE INFORMATION IN VIS BE REVIEWED FOR ACCURACY IN ACCORDANCE WITH THE GUIDANCE IN THE VPM. For part 121 certificate holders, all R-items will be assigned to the CHDO. The Principal Inspectors have the option of assigning R-items to the appropriate geographic FSDO or accomplishing R-items within the CHDO. The geographic assignment of R-items may be accomplished automatically during the planning cycle using the Source Environmental Report or manually through the PTRS Transfer Process. All other required surveillance activities are a regional responsibility assigned by the RAMPS coordinator. Managers and supervisors shall ensure that inspectors, who are qualified and trained in each inspection area, accomplish the inspection work activities. The quality of work performed may be considered as a performance appraisal item.

d. Field office managers shall monitor on a regular monthly basis the manpower and fiscal resources necessary to complete their national surveillance work programs. Projections of resource shortfalls should be identified as early in the fiscal year as possible and field office managers shall communicate any resource issues to the regional RAMPS coordinators. RAMPS coordinators shall consider known manpower resource shortfalls in the field offices prior to the assignment of geographic or modifiable R-items within the region. All field offices have additional resources available through the regional divisions and headquarters. Cancellation and termination of R-items should be done only in accordance with the provisions in paragraph 5c, Work Program Revisions and Deviation Authority.

4. CHANGES TO THE APPENDIX. In order to maintain the highest level of safety within the aviation system, work program requirements will continue to be reviewed for changes on an annual basis. Future changes to both surveillance and nonsurveillance requirements outlined in the appendix will occur through a revision to the order.

5. REQUIRED SURVEILLANCE. This paragraph provides a schedule of surveillance activities for air carriers, air operators, air agencies, and air personnel. The surveillance required by this paragraph has priority over other work activities and can only be amended using the work program revision and deviation authority procedures contained in paragraph 5c. Inspectors should prepare a PTRS transmittal for each specific surveillance activity performed and include information on all findings observed in section IV (comments) of the transmittal.

a. Required Work Activities.

(1) 14 CFR Part 121 Domestic/Flag/Supplemental - Operations

NOTE: In support of the FAA Administrator's "Safer Skies" agenda, emphasis shall be placed on the surveillance of the following safety areas: Approach and landing procedures, avoidance of runway incursions, use of forecast and en route weather, training and operational procedures to avoid controlled flight into terrain, and training and operational procedures to avoid loss of aircraft control.

(a) Conduct one (unless otherwise stated) of each of the following inspections on every operator that is certificated within the region [CHDO]:

1 Manual/Procedures (1621)

2 En route - Cockpit (1624) - One on each make and basic model aircraft operated.

3 En route - Cabin (1625) - Two inspections. This inspection is required when the aircraft configuration requires a flight attendant.

NOTE: In support of the FAA Administrator's "Safer Skies" agenda, emphasis shall be placed on **seatbelt** use, carry-on baggage, child restraints, and passenger interference issues.

4 Training Program (1626) - One inspection on each applicable training program. The six training programs are: Dispatch, Pilot Ground, Pilot Flight, Flight Attendant, Flight Engineer, and Navigator.

5 Deicing/Anti-icing (1637).

NOTE: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply due to weather conditions.

(b) Conduct one of each of the following inspections on every operator that maintains these records within the region [environmental]:

1 Crew/Dispatcher Records (1627).

2 Trip Records (1628) - (90-day records including manifest, dispatch release, etc.)

3 Facility Inspection (1635).

4 Dispatch/Flight Following/Flight Locating (1636)

(c) Conduct one of each of the following inspections on every operator that operates within the region [environmental]:

1 En route - Cockpit (1624) - One inspection on each make and basic model operated within the region.

2 En route - Cabin (1625) - One inspection on each make and basic model when the aircraft configuration requires a flight attendant,

(d) Conduct one Training Program (1626) inspection on each applicable training program that is conducted within the region [environmental]. The six training programs are: Dispatch, Pilot Ground, Pilot Flight, Flight Attendant, Flight Engineer, and Navigator.

(e) Conduct one Ramp (1622) inspection on each make and basic model aircraft operated by every operator within the region [environmental] OR two Ramp (1622) inspections on each make and basic model aircraft operated by every operator solely within the region.

(f) Conduct two Cargo Checks (1638) on each designator or air carrier. The inspection needs to be conducted in accordance with Handbook Bulletin for Air Transportation (HBAT) 97-12a [CHDO].

(2) 14 CFR Part 121 Domestic/Flag/Supplemental - Airworthiness.

NOTE: In support of the FAA Administrator's "Safer Skies" agenda, emphasis shall be placed on the surveillance of the maintenance of critical engine parts.

(a) Conduct one each Maintenance Facility inspection (3619 and 5619) at each location that has company maintenance personnel and hangar facilities [environmental].

(b) Conduct one (unless otherwise stated) of each of the following inspections on every operator within the region [CHDO or environmental]. These inspections are in addition to the maintenance facility inspection cited above in paragraph 5a(2)(a).

1 Suspected Unapproved Parts Detection Procedures (one 3622 or one 5622) [environmental].

2 Deicing/Anti-icing (3625) - One inspection on every operator certificated within the region [CHDO].

3 Manuals/Procedures (one 3626 and one 5626) [environmental].

4 Training Program/Personnel Records (one 3633 and one 5633) [environmental]

5 Continuing Analysis and Surveillance System (one 3635 and one 5635) (CHDO)

6 Reliability Program (one 3636) - The RAMPS will schedule a maintenance R-item inspection for each operator reliability program. If an inspection is scheduled for a nonexistent program, terminate the inspection requirement in accordance with the deviation authority contained in paragraph 5c [CHDO].

7 Inspection Program (one 3637 and one 5637) - One of each program review on each make and basic model aircraft operated [environmental].

8 Fuel Facility (3638) [environmental]

9 Contract Maintenance Facility Inspection (one 3640 and one 5640) - Conduct one inspection for each air operator who has contract maintenance facilities that perform substantial maintenance, as defined in Handbook Bulletin for Airworthiness (HBAW) 96-05C, as amended [CHDO].

10 Structural Inspection Program (3646) - One program review on each make and basic model aircraft operated [environmental].

11 Airworthiness Directive Compliance Inspection (one 3649 or one 5649) - One inspection on each make and basic model aircraft [CHDO].

12 Conduct one Altimeter Setting Source (5687) inspection on each approved altimeter setting source within the region [environmental].

13 Conduct one Supplemental Aviation Weather Reporting System (SAWRS) facility (5689) inspection on each approved SAWRS station within the region [environmental].

NOTE: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply due to weather conditions.

(c) Conduct the following inspections on each make and basic model aircraft for each certificate holder operating within each region of scheduled operation.

1 Conduct one Ramp (one 3627 or one 5627).

2 Spot (two 3628 and one 5628) [environmental].

3 En route - Cockpit (one 3629 or one 5629) [CHDO].

(d) Conduct one of each Aircraft Records (one 3634 and one 5634) inspection for each make and basic model aircraft if these records are maintained within the region [environmental].

(e) Conduct two Structural Spot (3647) inspections for each make and basic model aircraft if structural inspections of that basic make and model are performed within the region [environmental].

(f) Conduct two Cargo Checks (3623) on each designator or air carrier. The inspection needs to be conducted in accordance with HBAW 97-12a [CHDO].

(3) 14 CFR Part 125 - Operations.

(a) Conduct one Manual/Procedures (1621) inspection on every operator certificated within the region [CHDO].

(b) Conduct one Ramp (1622) inspection on every operator that is certificated within the region [CHDO].

(4) 14 CFR Part 125 - Airworthiness.

(a) Conduct one of each of the following inspections on each make and basic model aircraft for every operator that is certificated within the region [CHDO]:

1 Ramp (one 3627 or one 5627).

2 Spot (one 3628 or one 5628).

3 Aircraft Records (one 3634 or one 5634)

4 Inspection Program (one 3637 and one 5637).

5 Structural Inspection Program (3646)

6 Structural Spot (3647).

7 Airworthiness Directive Compliance Inspection (one 3649 and one 5649).

(b) Conduct one inspection on Suspected Unapproved Parts Procedures (one 3622 or one 5622) on every operator certificated within the region [CHDO].

(5) 14 CFR Part 125 Deviation Holder - Operations and Airworthiness.

(a) Conduct one of each of the following inspections on every deviation holder [CHDO]:

1 14 CFR Part 125 Deviation Holder (1683).

2 14 CFR Part 125 Deviation Holder (3690).

(6) 14 CFR Part 129 Foreign Air Carriers - Operations and Airworthiness.

(a) This requirement applies to operators whose FAA Form 8400-8, Operations Specifications, paragraph Ala, designates them as a foreign air carrier.

1 Conduct one of each Ramp (1622, 3627, and 5627) inspection on every scheduled operator whose operations specifications have been issued within the region (CHDO).

2 Operations specifications holders who are from countries classified as Category II under the International Safety Assessment Program shall receive an additional Ramp (1622, 3627, and 5627) inspection.

(b) For CHDO's issuing 14 CFR part 129, section 129.14, approvals, conduct one of each of the following:

1 Ramp (1622)

2 Inspection Program (3637 and 5637)

NOTE: These inspections are to be conducted only by aviation safety inspectors who have met the following training requirements: (1) Inspectors have received the special training required by the International Liaison Staff, AFS-50; or, (2) An inspector who has attended the 14 CFR part 129 Geographic Inspector Seminar at the Center for Management Development; (3) Inspectors who have completed CBI Course 25029, Ramp Inspection of Foreign Operators, or, (4) The inspectors are permanently assigned to an IFO and have completed all required on-the-job training.

(7) 14 CFR Part 135 Commuter - Operations. This requirement applies to operators whose FAA Form 8400-8, Operations Specifications, paragraph Ala, designates them as a commuter.

(a) Conduct the following inspections on every commuter operator that is certificated within the region [CHDO]:

1 Ramp (1622) - Two on each make and basic model aircraft.

2 En route - Cockpit (1624) - One on each make and basic model aircraft

3 Training Program (1626) - One on each applicable training program. The six training programs are: Dispatch, Pilot Ground, Pilot Flight, Flight Attendant, Flight Engineer, and Navigator

4 Deicing/Anti-icing (1637) - One for each air operator certificated within the region.

NOTE: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply due to weather conditions.

(b) Conduct one of each of the following inspections on every operator that maintains the following within the region [environmental]:

1 Manual/Procedures (1621) - Not required for single pilot or single pilot-in-command operators.

2 Crew/Dispatcher Records (1627).

3 Trip Records (1628)

4 Facility Inspection (1635).

5 Dispatch/Flight Following/Flight Locating (1636)

(c) Conduct the following inspections on every operator that operates within the region [environmental]. If the CHDO is the same as the geographic office, the following inspections will not be assigned:

1 Ramp (1622) - Two on each make and basic model aircraft

2 En route - Cockpit (1624) - One on each make and basic model aircraft.

3 Conduct one Training Program (1626) inspection on each applicable training program that is conducted or contracted for within the region [environmental]. The six training programs are: Dispatch, Pilot Ground, Pilot Flight, Flight Attendant, Flight Engineer, and Navigator.

(8) 14 CFR Part 135 On-Demand - Operations. This requirement applies to any operator whose FAA Form 8400-8, Operations Specifications, paragraph AI a, designates them as an on-demand operator. Conduct one of each of the following inspections on every on-demand operator that is certificated within the region [CHDO]:

(a) Manual/Procedures (1621) - Not required for single pilot or single pilot-in-command operators.

(b) Training Program (1626) - Not required for single pilot or single pilot-in-command operators

(c) Crew/Dispatcher Records (1627).

(d) Trip Records (1628) - Not required for single-engine aircraft operators

(9) 14 CFR Part 135 - Airworthiness. This requirement applies to any operator whose largest aircraft is maintained under 14 CFR part 135, section 135.41 I(a)(2), IO or more passenger seats.

(a) Conduct one of each activity (3619 and 5619) Maintenance Facility inspection on every operator within the region [environmental].

(b) Conduct one of each of the inspections listed below on every operator (CHDO or environmental). These inspections are in addition to the Maintenance Facility inspection shown above in paragraph **5a(9)(a)**.

1 Suspected Unapproved Parts Detection Procedures (one 3622 and one 5622).

2 Manuals/Procedures (one 3626 and one 5626).

3 Training Program/Personnel Records (one 3633 and one 5633).

4 Continuing Analysis and Surveillance System (one 3635 and one 5635).

5 Reliability Programs (one 3636 and one 5636). The computer will schedule both an avionics and maintenance R-item inspection for each operator. If an inspection is scheduled for a nonexistent program, terminate the inspection requirement by entering a "T" in the results field of the PTRS record in accordance with the deviation authority contained in paragraph **5c** [CHDO].

6 Inspection Program (one 3637 and one 5637) - One of each type inspection on each make and basic model aircraft [CHDO].

7 Contract Maintenance Facility Inspection (3640 and 5640) - Conduct one inspection for each air operator who has contract maintenance facilities [environmental].

8 Structural Inspection Program (3646) - One inspection on each make and basic model aircraft [CHDO].

9 Airworthiness Directive Compliance Inspection (one 3649 or one 5649) - One inspection on each make and basic model aircraft.

10 Conduct one Altimeter Setting Source (5687) inspection on each approved altimeter setting source within the region [CHDO].

11 Conduct one SAWRS facility (5689) inspection on each approved SAWRS station within the region [CHDO].

12 Deicing/Anti-icing (3625) – Conduct one inspection for every operator certificated within the region [CHDO].

NOTE: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply due to weather conditions.

(c) Conduct two Ramp (3627 or 5627) or Spot (3628 or 5628) inspections, in any combination, on each make and basic model aircraft of every on-demand operator that is certificated within the region [CHDO]. These two inspections may be chosen from any combination of the following PTRS activities: 3627, 5627, 3628, or 5628 [CHDO].

(d) Conduct one of each Aircraft Records (one 3634 and one 5634) inspection on each make and basic model aircraft if these records are maintained within the region [environmental].

(e) Conduct two Structural Spot (3647) inspections on each make and basic model aircraft when structural inspections of that basic make and model are performed within the region [environmental].

(10) 14 CFR Part 135 - Airworthiness. This requirement applies to any operator whose largest aircraft is maintained under 14 CFR part 135, section 135.411(a)(1), nine or less passenger seats.

(a) Conduct one of the following four inspections on every operator certificated within the region [CHDO]. Twenty percent of the inspections must be either 5627 or 5628 avionics inspections.

1 Ramp (3627 or 5627), or

2 Spot (3628 or 5628).

(b) Conduct one (unless otherwise stated) of each of the following inspections on every commuter operator that maintains or contracts for the following within the region [environmental].

1 Maintenance Facility (3619 and 5619)

2 Aircraft Records (one 3634 and one 5634).

3 Conduct one Altimeter Setting Source (5687) inspection on each approved altimeter setting source within the region [environmental].

4 Conduct one SAWRS facility (5689) inspection on each approved SAWRS station within the region [environmental].

(c) Conduct the following inspections on each make and basic model aircraft of every commuter or scheduled cargo operator that conducts operations within the region (nine or less) [environmental].

1 Ramp (two 3627 or two 5627).

2 Spot (3628 or 5628)

3 En route - Cockpit (3629 or 5629). (NOTE: Cockpit en route inspection is not required for scheduled cargo flights.)

(11) 14 CFR Part 133 Operator.

(a) Operations. Conduct a Ramp (1622) or a Site (1623) inspection on 10 percent of the operators certificated within the region [CHDO]. Surveillance of these operators must be rotated from year to year. Careful analysis should be performed considering ~~cost~~/benefit of surveillance of remotely sited operators.

(b) Airworthiness. Conduct a Ramp (3627) or one Spot (3628) inspection on 10 percent of the operators certificated within the region. Surveillance of these operators must be rotated from year to year. Careful analysis should be performed considering cost/benefit of surveillance of remotely sited operators.

(12) 14 CFR Part 137 Operator.

(a) Operations. Conduct one of the following four inspections on 10 percent of the operators certificated within the region [CHDO]. Surveillance of these operators must be rotated from year to year.

1 Main Base (1616), or

2 Ramp (1622), or

3 Site (1623), or

4 Facility (1635)

(b) Airworthiness.

1 Conduct a Ramp (3627) or a Spot (3628) inspection on 10 percent of the operators certificated within the region [CHDO]. Surveillance of these operators must be rotated from year to year

2 Conduct a Records (3634) inspection on 10 percent of the operators certificated within the region [CHDO].

(13) 14 CFR Part 141 - Air Agency - Pilot Schools, and
14 CFR Part 147 - Air Agency - Aviation Technical Schools.

(a) Operations. Conduct each of the following inspections on every air agency and satellite school certificated within the region [CHDO].

1 Air Agency Facility Inspection (1640).

2 Student Records Inspection (1649).

(b) Airworthiness. Conduct each of the following inspections on every air agency and satellite school certificated within the region (CHDO).

1 Pilot School Facility Inspection (one 3650)

2 Aviation Technical School Facility (one 3650 and one 5650).

3 **Airworthiness** Directive Compliance Inspection (3667 or 5667) - One inspection on each make/model of aircraft operated by every pilot school.

(14) 14 CFR Part 142 - Air Agency - Training Center. Conduct one of each of the following inspections on each training center within the region [CHDO]. The 1630 and 1640 inspections should be conducted on each training center and satellite.

(a) Simulator/Training Device Inspection - 1630 (Training Center and Satellite).

(b) Facility Inspection - 1640 (Training Center and Satellite).

(c) Training Curriculum Inspection - 1646 (Training Center)

(d) Student Records Inspection - 1649 (Training Center)

(e) Instructor Records Inspection - 1650 (Training Center)

(15) 14 CFR Part 145 - Air Agency - Repair Station Conduct one Repair Station Facility Inspection(s) (3650 and 5650) on every repair station certificated within the region [CHDO]. If the repair station performs both airworthiness and avionics functions, both inspections must be accomplished. During renewal years of foreign repair stations, these inspections may be terminated.

NOTE: If the FOREIGN repair station certificate is due to be renewed at any time during the fiscal year, the renewal date shall be entered in the expiration date field of the VIS main record. If there is a current fiscal year date in the VIS expiration date field, the 3650/5650 activities will not be generated by the RAMPS software.

(16) Airmen - Operations.

(a) All surveillance of the 14 CFR part 121 check airmen will be assigned to the CHDO/CMO responsible for the air operator. Required surveillance for all check airmen will be assigned as follows:

1 Thirty percent of each air carrier's active check airmen will be targeted for required surveillance observations each year.

2 Active **Line Check Airman** will be rank ordered by the RAMPS software by the Last Observed Date in the National Airman Table. The software will assign one Line Check Airman (1644) inspection to 30 percent of the ranked air operator's line check airmen population by name. In the event a line check cannot be completed due to the aircraft configuration, names may be adjusted by operational necessity; that is, select a line check airman who can perform the checks from the right seat, or who can perform the checks in an aircraft with two jump seats. The same check airmen should not be seen in sequential years,

3 **Proficiency Check Airmen** are assigned by percentage: The RAMPS software will sum the number of 1644 generated records as a result of paragraph 5a(16)(a)1, and deduct that total from the 30 percent of active check airmen identified for each air operator. The software will assign the difference

as Check Airman – Simulator (1642). The RAMPS coordinator can assign all or a portion of the 30 percent as Check Airman – Aircraft (1643).

NOTE: For 14 CFR part 135 check airmen, the software will default to Check Airman – Aircraft (1643) and the RAMPS coordinator can change the assignment to Check Airman – Simulator (1642) on an as needed basis.

(b) Conduct one of each of the following inspections on each examiner designated within the region [CHDO].

1 Pilot Examiner - Large/Turbojet (1664).

NOTE: PTRS activity number 1664 will be assigned to all multiengine examiners

2 Pilot Examiner - Other (1665).

NOTE: If activity number 1664 is assigned, RAMPS will not assign a 1665

3 Flight Engineer Examiner (1668)

4 Aircrew Program Designee (1672)

5 Dispatch Examiner (1669).

6 Training Center Evaluator (1673)

(17) Airmen - Airworthiness.

(a) Conduct two Designated Mechanic Examiner (DME) (3675) inspections on each DME designated within the region [CHDO]. One inspection shall include the observation of the complete oral and practical test. The second inspection shall include the observation of the DME's fixed base of operation for adequate equipment on tests being given.

(b) Conduct two Designated Airworthiness Representative (DAR) (3677) inspections on each DAR, including organizational DAR's, designated within the region [CHDO]. At least one inspection must include an **onsite** observation. Only those inspectors who have received the appropriate training shall conduct this surveillance.

(18) Avionics. These inspections are conducted on non-certificated facilities located at airports that have instrument approaches. Conduct one Altimeter Setting Source (5687) inspection on each approved altimeter setting source within the region [CHDO].

b. Geographic Program Requirements.

(1) The FAA's **90-Day** Safety Review recommended changes to the Flight Standards Service geographic surveillance resource targeting. Geographic inspectors should receive a full work program from the CHDOICMO based on the identified targeted inspection needs for air carriers. Order 8000.498, Flight Standards Geographic Program, requires that the geographic units incorporate principal inspector work program requirements into the development of the geographic work program to ensure that overall certificate management goals are met. The order also requires that the surveillance plan developed by the local geographic inspector be flexible to allow for the incorporation of ongoing changes to inspection requirements that are forwarded from the CHDOICMO. In addition, the geographic inspectors shall be aware of the field office resource needs when developing work programs for the air carriers.

(2) Inter-regionally transferred geographic R-items shall be accepted by the regions. The field office assignments should be made in consideration of office resource limitations. The decision on where to target geographic R-items is a CHDO/CMO responsibility based on the surveillance needs of the air carrier. The field office location to which the surveillance is targeted may be unrelated to the FSAS environmental file that generated the 14 CFR part 121 R-item. Regional RAMPS coordinators shall coordinate with field office locations to ensure that, within the region's known resource limitations, targeted geographic R-items meet the requirements of the CHDO's/CMO's. In addition, geographic inspectors shall develop a surveillance plan that includes the regionally assigned R-items, and that is strengthened by additional P-items to meet the needs of the local geographic district.

(3) Resource shortfalls that may result from the assignment of geographic R-items shall be addressed by the regional RAMPS coordinators using the cancellation process described in paragraph 5c, Work Program Revisions and Deviation Authority.

(4) Inspections of nonscheduled air carriers often must be coordinated across district office or regional boundaries. In accordance with Order 8000.498, principal inspectors are responsible for informing other regions' district offices that a certificate holder is operating in the other's geographic area, and whether a certificate holder is conducting scheduled or nonscheduled operations. Regional Flight Standards division managers may identify operators to be inspected under the requirements of the "planned" geographic surveillance program.

c. Work Program Revisions and Deviation Authority. Only using the specific authority contained in this paragraph may change the R-items contained in this order. Limited authority to change R-items is provided in order to allow additional flexibility and enhance the overall effectiveness of the work program. It must be remembered that the R-items comprise a small part of the overall work program (less than 20 percent) and have been targeted based on specific national surveillance requirements. Widespread or blanket termination of R-items will lead to an ineffective national work program.

(1) Termination of R-items Except Foreign Repair Stations. Required items may be terminated using a "T" in the results data field of the PTRS record for the following reasons:

(a) Inspector Analysis: Principal inspectors who are authorized users of Safety Performance Analysis System (SPAS) II and are assigned a work program may use the SPAS Work Program Management Process (WPMP) to terminate R-items or make other adjustments in their air carrier work program. Documentation of the analysis performed and the reason for terminating any required work activity MUST be provided in section IV of the PTRS data sheet, FAA Form 8000-36. For terminations resulting from SPAS/WPMP analysis, key word code 973 should be used to indicate "NPG Surveillance Deviation" and "WPMP" should be entered in the miscellaneous data field of the PTRS record.

(b) FSAIC Analysis: The required items in this order may be adjusted by the FSAIC based on analytical results. These adjustments will enable the Flight Standards Service to dynamically target surveillance activities to those areas identified as needing a change in surveillance activity based on observed trends. Notification of changes to required items or recommended planned surveillance, along with termination instructions, will be provided by the FSAIC to regional and field offices as appropriate.

(c) The Surveillance and Evaluation Program (SEP) may be used to terminate an NPG generated R-item if a new work activity replaces the terminated activity. This process is referred to as "retargeting." Prior to retargeting an NPG R-item, there must be an analysis that reveals why the activity to be terminated is no longer needed and why the new activity is of higher priority. Documentation of the justification for terminating any required work activity must be entered in section IV of the PTRS data sheet, FAA Form 8000-36. In the miscellaneous data field of the PTRS record "SEP" shall be entered for tracking purposes. Changes to the national required (R-item) work program or the planned (P-item) work program

using the SEP risk assessment process must use key word code 974 to indicate "SEP Surveillance Deviation." The SEP Field Guide provides detailed guidance for completing the functions above.

NOTE: The reason for the termination of required activities MUST be documented in section IV of FAA Form 8000-36 (comments). In addition, the regional RAMPS coordinator should be notified for his/her concurrence about all terminations of required activities. The following areas constitute justification for the termination of an R-item:

(d) Changed Certificate: If the subject of the R-item surveillance (i.e., operator, aircraft, etc.) has changed or is no longer active within the district, field offices shall advise the RAMPS coordinator. The RAMPS coordinator shall advise the FSDO of the disposition of the inspection. The RAMPS coordinators shall work together to resolve any needed interregional transfer of inspections. Key word code 971 should be used to indicate, "terminated NPG surveillance."

(e) Surrendered or Revoked Certificate: If a certificate is surrendered or revoked then the R-item should be terminated and the PTRS record should indicate the date of the surrender or revocation. Key word code **971** should be used to indicate, "terminated NPG surveillance."

(f) Incorrect VIS: If required work items are generated due to placement of incorrect information in VIS the required PTRS comment should indicate that the VIS has been corrected. In the event that an R-item is generated in error for a check airman listed by name, the name of the check airman should be changed to another check airman and the R-item activity should be accomplished. Key word code **971** should be used to indicate, "terminated NPG surveillance."

(g) Change of Operating 14 CFR Part: For certificated holders changing operating 14 CFR part (e.g., from 14 CFR part 135 to 14 CFR part 121) required inspections generated under an existing CFR part shall be terminated. These required inspections shall be re-entered by the district office using PTRS transmittal software. If this reason is cited, the required PTRS comment should include "change of operating 14 CFR part" and the date the change occurred. Key word code 971 should be used to indicate, "terminated NPG surveillance."

(2) Termination of Foreign Repair Station Surveillance. The following special instructions apply for the termination of foreign repair station surveillance activities:

(a) If the **foreign** repair station certificate is due to be renewed at any time during the fiscal year, the renewal date shall be entered in the expiration date field of the VIS main record. If there is a current fiscal year date in the VIS expiration date field, the **3650/5650** surveillance activities will not be generated by the RAMPS software.

(b) An acceptable inspection report from the NAA on the subject repair station should be an appropriate surveillance report as stated in the Maintenance Implementation Plan (MIP) for each country. The NAA report must cover sufficient areas to allow the assigned FAA principal inspector to arrive at a determination of compliance. All discrepancies shall be documented in the PTRS. Once this review and analysis is completed, and a decision is made to terminate the inspections, the termination action shall be accomplished in accordance with the guidance shown above.

(3) Cancellation of R-items and Resource Shortfalls. Under certain circumstances, R-items may be cancelled if the resources are not available to accomplish the work. The following instructions apply for the cancellation of required surveillance activities:

(a) Field offices that need additional resources to accomplish R-items will contact their respective regional office and request the resources needed to accomplish the work (see paragraph 3d).

(b) At the time of this regional request, the PTRS transmittal for the affected R-item proposed for cancellation shall be opened (status field =0) and the acronym "FY02RS" (fiscal year 2002 resource shortfall) shall be entered in the miscellaneous data field. The transmittal for the R-item will remain open. This entry will allow for the tracking of annual resource deficiencies at the field office level.

(c) Regions should make every effort to resolve resource shortfalls prior to requesting national resources or authorization for cancellation. Regions unable to provide necessary resources will forward the field office's resource request in writing or via CC:mail to the FSAIC. The FSAIC will attempt to obtain the resources for the field office. If resources cannot be provided the FSAIC will provide written authorization to cancel the R-item.

6. PLANNED SURVEILLANCE.

a. The intent of the planned surveillance (P-items) activities is to provide a comprehensive inspection review of the air carriers, both foreign and domestic, air agencies, and airmen that make up each office's work program. The P-items provide an indepth, targeted oversight program that meets special surveillance requirements for each specific air carrier. Every consideration shall be given to completing the P-item work program for each air carrier within the scope the available resources for each region and field office. District office managers shall be accountable for balancing surveillance, certification, and investigation priorities.

b. The Surveillance Evaluation Program (SEP) may be used to modify or re-target a non-ATOS 14 CFR part 121 air carrier's surveillance work program. P-items may be replaced with R-item surveillance activities with the concurrence of the principal inspectors and office managers. Requirements for PTRS and reporting documentation are identical for Certification, Standardization, and Evaluation Team (CSET) SEP teams and regional SEP teams. Regional RAMPS coordinators will be notified of work program changes within 3 weeks of the SEP activity. The CSET SEP teams and regional SEP teams shall ensure a completion and review of essential requested documentation, as agreed, to the regional RAMPS coordinator for use within the region and identification of national trends affecting aviation safety that may affect the development and implementation of the national work program. Procedures to handle resource shortfalls for all required surveillance work activities are defined in paragraph 3d of this appendix. The SEP "modification" of a work program activity brings emphasis to a certain aspect of an inspection activity, but it does not reduce the requirement to complete a full appropriate inspection per handbook guidance. "MODIFYING" AN R-ITEM USING THE SEP PROCESS DOES NOT CHANGE THE R-ITEM NOR DOES IT ADD OR SUBTRACT FROM THE NATIONAL WORK PROGRAM, HOWEVER, IT BRINGS A FOCUS OR EMPHASIS TO AN IDENTIFIED AREA OF CONCERN WITHIN A SPECIFIC ACTIVITY. Key word codes 010 through 090 must be entered in section IV of the PTRS transmittal to indicate the identified area of concern and the acronym "SEP" should be placed in the miscellaneous data field.

c. Surveillance Special Emphasis Items. Trends affecting aviation safety are routinely identified through analysis. Recommendations from the National Transportation Safety Board (NTSB), Office of the Inspector General (OIG), and the General Accounting Office (GAO) are also considered in identifying these trends. The Special Emphasis items should be actively included when planning the work programs for each field office. When identified on a national level, the emphasis areas will be listed as part of paragraph 6a. Flight Standards inspectors must pay special attention to these trend areas when planning and conducting surveillance activities. The completion of emphasis work items is defined as: (1) increasing an existing work program with additional inspections for completion, as appropriate, or (2) including a special emphasis area into the accomplishment of an existing surveillance item. Special emphasis items are as follows:

(1) Public Use Operators. It is important that field offices develop a positive relationship with the public use operators within their geographic district. Field offices should continue to be a resource for aviation safety information and support for all public use operators. Wherever possible, field offices should work

proactively to review the airworthiness of the aircraft used by public use operators in order to maintain the highest possible level of aviation safety.

(2) Certificated Flight Instructors (CFI's). – Conduct surveillance of CFI's in accordance with Order 8700.1, chapter 12, of CFI's with oversight responsibilities of any student who has been involved in an accident or incident. FAA inspectors should conduct surveillance of high activity CFI's who have recommended at least four applicants annually for a practical test (Order 8700.1, chapter 12, paragraph 5a) and who have a 30 percent or greater fail rate (Order 8700.1, chapter 12, paragraph 5d) of students recommended for certification of all certificates and all ratings. The emphasis in the observation of CFI's should be in the form of **student/pilot** operations, not just a review of CFI activities. PTRS activity number 1662 may be used to record CFI surveillance in NPTRS and the characters "CFI" must be entered into the "National Use" field.

NOTE: It should be noted that significant CFI activities, such as, flight reviews, proficiency checks, and recurrent dual instruction may not result in certification actions and therefore will not be recorded in any FAA data repository. Also, CFI's who are working in a district office area may not appear in SPAS for that district office due to the legal domicile in another area. Furthermore, completeness of data on CFI's depends on the accurate submission of the PTRS activity number 1563 records for every certification activity. A similar report is currently available documenting a Designated Pilot Examiner's pass/fail rates.

The inspector may access the Air Personnel Component in SPAS on the Regulatory Support Division, AFSBOO, AV-Info Intranet and should locate the **NVIS** Designated Airman and CFI Query. The inspector should find the "Air Personnel Multiple Designee CFI Flag View" to locate the name of the CFI in question. Select the name of the CFI and review the "Activities" column for the number of pass/fail activities. A further drilldown on the activities will present a one-line display of NPTRS activities and the pass/fail rate for a 2-year period. It should be understood that the SPAS advisory flag display changes color at an 80 percent pass/fail rate based on 14 CFR section 61.197 criteria for certification renewal, however, the actual pass/fail rate percent is shown in the NPTRS line adjacent to the flag display.

(3) 14 CFR Part 129 Air Operators - The Special Emphasis Surveillance List (SEL) for foreign air carriers is a mechanism that will be used to improve the surveillance of part 129 air carriers and increase their visibility to the geographic community. The **FSAIC** publishes this list quarterly. Office managers ensure that additional surveillance is performed on air carriers that appear in this list and operate within the office's geographic area. At least one additional operations or airworthiness inspection (ramp check, weight and balance control, or records inspection) should be conducted monthly. The inspection should be entered into the NPTRS and the acronym "SEL" must be entered into the "National Use" field.

7. SURVEILLANCE OF FAA AIRCRAFT. The Flight Standards Service is responsible for providing a surveillance and inspection program for FAA aircraft operations that is equal, in scope and detail, to a program required for similar 14 CFR part 135 on-demand air carriers. Some of the FAA Flight Program participants are already certificated under 14 CFR part 135 conducting on-demand operations and are assigned to a specific FSDO. The **FSDO's** responsible for oversight of the individual FAA aircraft flight operations will maintain accurate information in the VIS database for the annual development of a required work program. Discretionary P-items will be developed by the appropriate **FSDO's** that have geographic responsibility for FAA Flight Program participants. Other aspects of the surveillance program for these operators, including the cancellation and termination of R-items, will be conducted in accordance with the provisions of this order.

8. OTHER REQUIRED WORK ACTIVITIES

AVIATION SAFETY PROGRAM MANAGER. Required work activities are contained in the aviation safety program work functions for FY-2002. The FAA has a statutory obligation to promote aviation safety. An integral part of meeting this requirement involves the education and guidance of all segments of the aviation community. The accomplishment of the R-items is considered a basic requirement toward meeting FAA's obligations in these areas.

NOTE: Notwithstanding the requirements of subparagraph (a)2, in support of the FAA Administrator's "Safer Skies" safety agenda, special emphasis shall be placed on increasing awareness of the following safety areas: aeronautical decisionmaking, avoiding loss of aircraft control, weather related accident reduction, training and procedures to avoid controlled flight into terrain, survivability factors, avoidance of runway incursions, approach and landing procedures, and maintenance of critical engine parts to preclude uncontained engine failures.

a. Required Work Activities. The following four items, subparagraphs (a)1 through (a)4 are R-items for FY-2002. The general guidance contained in this order regarding the planning, accomplishment, recording, termination, and cancellation of required work activities applies to these four items:

(1) Manager Meeting Participation. (1915 or 3915 or 5915) - Each FSDO manager (excluding IFO's and CMO's) will address two meetings, such as the Aircraft Owner's and Pilots Association (AOPA) Town Meetings, Experimental Aircraft Association (EAA) general membership meetings, Professional Aviation Maintenance Association (PAMA) or any other major aviation user group meeting within the district.

(2) Aviation Safety Meeting. These activities include all functions associated with an FAA safety meeting where specified "Safer Skies" safety agenda topic(s) are targeted to specific audiences as specified below. The 14 CFR part corresponds to the audience composition. For example, use 14 CFR part 43 for maintenance technicians; use 14 CFR part 91 for general aviation pilots; use 14 CFR part 135 for air carrier maintenance personnel; and use 14 CFR part 145 for repair station personnel.

(a) 1931/14 CFR part 91 - Conduct five for each district office within the region addressing general aviation pilots. At least one different topic must be addressed at each meeting. The five specified subject areas are: approach and landing procedures (A), aeronautical decisionmaking (D), avoiding loss of aircraft control (L), avoidance of runway incursions (R), weather related accident factors (W).

(b) 1931/14 CFR part 135 - Conduct one for each district office within the region addressing air carrier pilots. The specified subject area is training and procedures to avoid controlled flight into terrain (C).

(c) 3931 or 5931/14 CFR part 43 - Conduct one for each district office within the region addressing maintenance technicians. The specified subject area is maintenance of critical engine parts to preclude uncontained engine failures (U).

(d) 3931 or 5931/14 CFR part 91 - Conduct one for each district office within the region addressing general aviation pilots. The specified subject area is "how-to-survive" factors (S).

NOTE: For all required safety meetings, enter the appropriate topic letter code in the "National Use" field. Enter the meeting attendance in the "Numeric Misc." field.

(3) Aviation Safety Meeting. These activities include all functions associated with conducting an FAA safety meeting where maintenance/avionics topics are addressed. The 14 CFR part corresponds to the audience composition. For example, use 14 CFR part 43 for maintenance technicians; use 14 CFR part 91 for general aviation pilots; use 14 CFR part 135 for air carrier maintenance personnel; and use 14 CFR part 145 for repair station personnel.

- (a) 3931 or 5931114 CFR part 43 - Conduct two for each district office within the region
- (b) 3931 or 5931/14 CFR part 91 - Conduct one for each district office within the region
- (c) 3931 or 5931/14 CFR part 135 - Conduct one for each district office within the region.
- (d) 3931 or 5931114 CFR part 145 - Conduct one for each district office within the region

(4) Flight Instructor Meeting. These activities include all functions associated with conducting an FAA flight instructor meeting or an FAA flight instructor meeting where maintenance/avionics topics are addressed. It does not include participation in a Flight Instructor Refresher Clinic (FIRC) or FIRC surveillance.

- (a) 1932 - Conduct **two** for each district office within the region
- (b) 3932 or 5932 - Conduct one for each district office within the region.